

Delivery Instructions (rev. 6/2004)

This section contains the instructions for delivering the Electronic Holder Reports to the Virginia Department of the Treasury, Division of Unclaimed Property.

Diskette or CD-R/W Delivery

Diskettes or CDs must have an external label that lists the following information:

- Holder name
- Report year
- Name of holder report file

Each diskette or CD must be accompanied with a signed original AP-1 form and your remittance. **(*please note – your remittance may include cash, stock certificates or DRP statements in the nominee name of Old Dominion & CO, Mutual Fund statements in the name of Commonwealth of Virginia, Department of the Treasury, Division of Unclaimed Property or a statement of intent to deliver tangible property. Without these remittances, your report is considered incomplete.)**

If submitted by a service agent, you must indicate the name and address of the service agent that prepared the report and provide an alphabetical listing of the companies whose reports are included on the diskette or CD along with the AP-1 form and remittance.

Diskettes or CDs will **not** be returned to the submitting holder or agent.

FTP Delivery via Treasury Website Upload

Upon upload of your file to the FTP site, please send an e-mail to ucpupload@trs.virginia.gov listing the following information:

- Unclaimed Property report submitted to ftp site by: Company name
- Report year

If submitted by a service agent, you must indicate the name and address of the service agent that prepared the report and provide an alphabetical listing of the companies whose reports are included in the submitted file.

A signed, original AP-1 form and your remittance MUST be mailed to the Virginia Division of Unclaimed Property, P. O. Box 2478, Richmond, VA 23218-2478 within 2 business days of the report submission.

All Media

It is strongly recommended that a backup of the data be retained by the holder or service agent in case the data needs to be resent (due to I/O failure or rejection) or the holder is audited.

What If Your Report Is Rejected?

If your report does not meet filing requirements, you will be contacted with an explanation of the error(s). You will have **30 days to correct errors and re-submit** the report, before interest and/or penalties are imposed.